



Army Training Support Center Training Support System

# **ATSC Role in Doctrine Processing & Printing**

## **Doctrine Conference - October 2005**



# **Training Media Support Team**

## **Army-wide Doctrinal and Training Literature Program (ADTLP)**

- Processes new publications for authentication and posting to AKO/RDL
- Assembles annual requirements for TRADOC staff prioritization
- Manages initial print and reprint program
- Manages the printing budget
- Develops the FM CDROM set



# References

- AR 25-30, The Army Publishing Program
- DA Pam 25-40, Army Publishing: Action Officers Guide
- TR 25-30, Preparation, Production, and Processing of Armywide Doctrinal and Training Literature (ADTL)
- TR 25-36 , The TRADOC Doctrinal Literature Program (DLP)
- TR 350-70, Systems Approach to Training Management, Processes, and Products



# Process Overview

## Initial Print

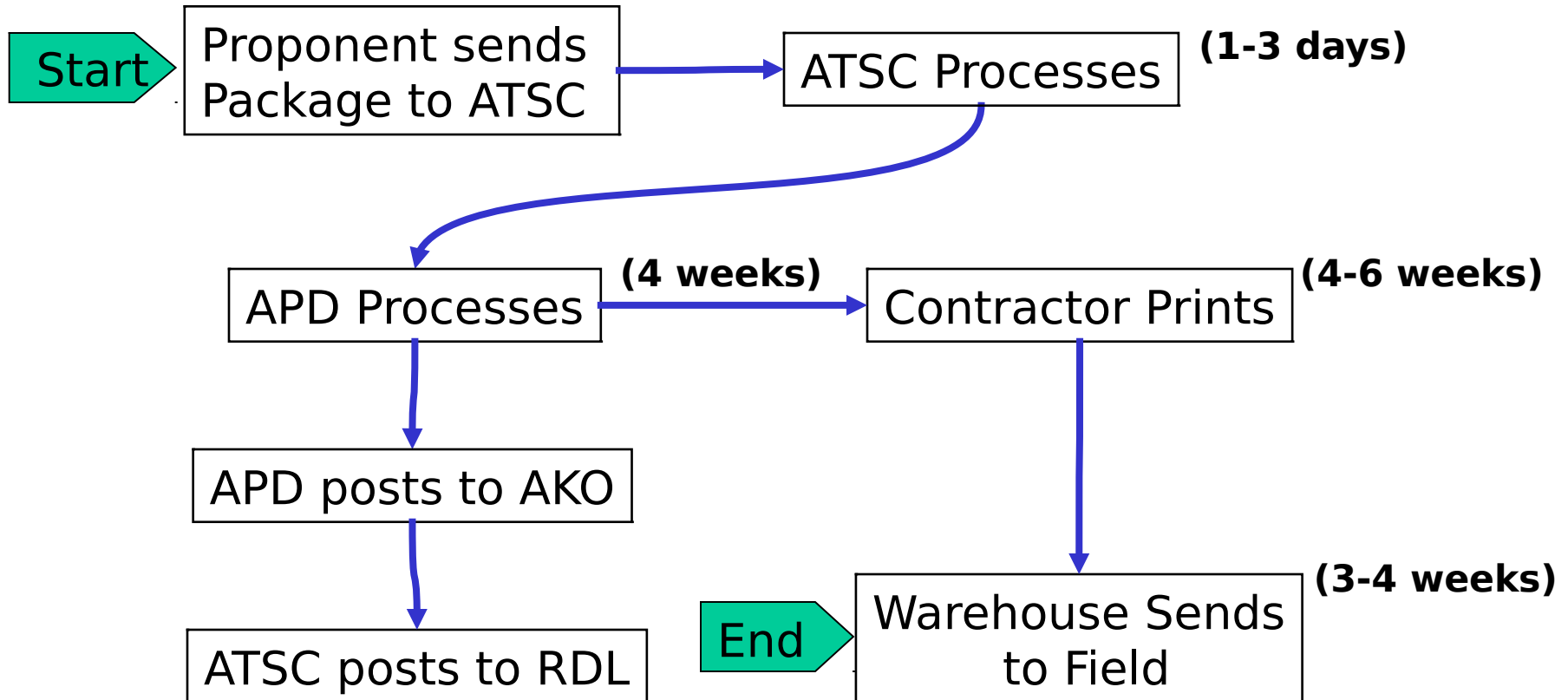
- FY Schedule developed
- CADD reviews content
- Proponent Schools submit
- ATSC budgets/processes
- Army Publishing Directorate (APD)  
Authenticates/indexes/costs
- GPO contract prints
- St Louis stocks/distributes

## Reprint

- St Louis requests
- ATSC  
Budgets/authorizes
- Proponents verifies
- APD contracts for print
- St Louis  
stocks/distributes



# Overview of Publication Processing





# Balancing the Print Budget

- **Cost of new publications scheduled exceeds funding to print**
- **Reprints come from the same funding**
- **If 200 pubs are on the schedule, 100 will be delivered, of which 50 were not on the original schedule**
- **You were going to deliver in which quarter or was that year?**
- **If you send it, we will print it, to a point**



# Submission of Publications

- **DA Form 260, Request for Publishing**
  - Signed by CADD
- **Single MS Word file**
  - APD must approve not using Word
  - PDF using PDF/X-1a:2001 compliant setting
  - Illustrations grayscale or CMYK
- **Updated initial distribution list**
- **Special distribution list**
- **Completed DA Form 67 with forms**
- **Upload to AKO for ATSC download or mail CD**



# Typical Publication Mistakes

- **Missing or incorrect distribution restriction statement on cover and table of contents page**
- **Date placeholders missing on cover and table of contents page**
- **Supersession statement incorrect**
- **Authentication page missing**
- **Obsolete/superseded publications listed in Reference**





# Typical Form Related Mistakes

- **Dates on forms listed in the Bibliography**
- **Form titles missing in text when used the first time**
- **Form in Bibliography not mentioned in text**
- **Forms mentioned in text but not listed in the bibliography**



# DA Form 260

- **ATSC corrects 100% submitted**
- **Information contained in:**
  - DA Pam 25-40, Appendixes B & K
  - TR 25-30, Appendix G
- **Most errors are in printing specifications**



# **Common DA Form 260 Mistakes**

- **Block 2 - The TO: address should be for APD, not ATSC**
- **Block 11a - Special Distribution specified, but the Special Distribution list missing**
- **Wrong Distribution Restriction - DA Form 260 states there is no Distribution Restriction, (Block 1 and/or Page 3) but block 11a is YES for Distribution Restriction**
- **Publication has a Distribution Restriction, (Block 7 and/or Page 3) but there is no Restriction statement on the 260**



# **DA Form 260 Mistakes (cont)**

- **Block 7 and/or Page 3 - Missing information in the Print Specifications. (Binding, Shrink Wrap, Cover/Paper stock, loose-leaf, three hole punch, etc.)**
- **Block 9a, 9b - Missing publication date on Related or Superseded publications**
- **Block 11c - Stock request should be for 18 months, not 1 year**



# Help!

- **Editor MOA with APD**
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- **GPO's Electronic Publishing Support Section (ePUB)**  
<http://www.gpo.gov/epub/index.html>
  - GPO Publication 300.6 - Guidelines for Preparing and Submitting Electronic Design and Prepress Files
- **Planet PDF** <http://www.planetpdf.com/>